

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
BUREAU OF HEALTH AND NUTRITION SERVICES AND  
CHILD/FAMILY/SCHOOL PARTNERSHIPS  
25 INDUSTRIAL PARK ROAD  
MIDDLETOWN, CONNECTICUT 06457-1543

M E M O R A N D U M

TO: 2005 Potential Summer Food Service Program (SFSP) Sponsors

FROM: Maureen Staggenborg, Director, Child Nutrition Programs

DATE: April 8, 2005

SUBJECT: **Operational Memorandum #04-05 SFSP  
Mandatory Training Session**

Registration information for the annual Summer Food Service Program (SFSP) training session is enclosed. In accordance with SFSP regulations 225.7(a) and 225.15 (d)(l), **sponsors are required to attend the state agency training-** *[Each sponsor shall ensure that its administrative personnel attend state agency training provided to sponsors...]*.

The sponsor personnel responsible for overall compliance with program requirements must attend; other representatives from the organization are welcome. If there is a problem with attendance, it is the responsibility of the sponsor to contact the State agency and make alternate arrangements. ***Approval of SFSP applications may be jeopardized if sponsor personnel do not attend State agency training, as the sponsor will be deemed noncompliant with program requirements.***

This year's conference theme "**Increasing Participation and Improving Performance**" will focus on ongoing efforts to increase program participation and improve program compliance. During the training we will break into two work groups; one for current sponsors and the other for new sponsors/new personnel or those needing an additional refresher. Current sponsors are encouraged to share resources developed and success stories during their work group discussions.

Distribution of program handbooks and other SFSP resources will take place at the end of the training. A prompt reply is necessary. **The registration form must be returned by Friday, April 22, 2005.**

Questions may be directed to Maureen Staggenborg at 860-807-2070 or Susan Bohuslaw at 860-807-2073.

Enclosures

OM#04-05-SFSP(4-8-05)K training05 doc

# CONNECTICUT STATE DEPARTMENT OF EDUCATION

## SUMMER FOOD SERVICE PROGRAM

### Annual Training 2005 Registration

**Date:** Tuesday, May 3, 2005

**Time:** 8:30 a.m. – 12:30 p.m.

**Place:** Radisson Hotel & Conference Center, Cromwell

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Complete and return this form by: Friday, April 22, 2005

Only one registrant per form: Make copies as needed.

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Sponsor/Food Service Management Company/Organization

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Name *(please print clearly)*

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Position/Title

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City

State

Zip

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Phone *(including area code)*

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Fax

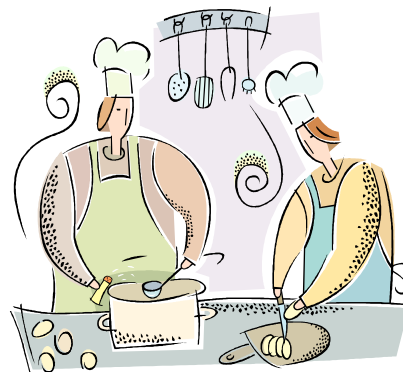
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Email address *(please print clearly)*

**Continental Breakfast provided.**

**Mail or fax registration form to:**

Susan Bohuslaw  
Connecticut State Department of Education  
Bureau of Health and Nutrition Services  
and Child/Family/School Partnerships  
25 Industrial Park Road  
Middletown, CT 06457  
Phone: (860) 807-2073  
Fax: (860) 807-2127



**DIRECTIONS:**

Radisson Hotel and Conference Center Cromwell  
100 Berlin Road (Route 372)  
Cromwell, CT 06416  
(860) 635-2000

**Traveling North:** Take I-91 North to Exit 21. Turn left. Hotel is on the left.

**Traveling South:** Take I-91 South to Exit 21. Turn left. Go through traffic light. Hotel is on the left.

**Traveling East:** Take I-84 to Exit 27 to Route 691 East (Meriden/Middletown) to I-91 North. Take Exit 21. Turn left. Hotel is on the left.

**Traveling West:** Take I-84 to Hartford interchange to I-91 South to Exit 21. Turn left. Go through traffic light. Hotel is on the left.